

ICT Training Services

Tip Sheet

Uploading an audio or video file to iTunes at NMSU

The following workout walks you through the steps of adding an audio or video file to iTunes.



Workout: Uploading an audio or video file to iTunes U at NMSU

1. From the homepage of your iTunes U course, click **Upload Files and Manage Files** from the **Tools** area.
2. A web browser opens.
3. Click the tab where you want to upload your file.
4. Click **Add Tracks**.
5. Click **Choose File**.
6. Locate the file on your computer and click **Choose**.
Your file appears in iTunes U.
7. Click **Done**.
8. Close the browser window.

NOTE: After a file is uploaded to a tab, only an instructor or approved course designer can move, replace, or delete the file.

iTunes U only accepts files for upload that are less than 500 MB. It is recommended that you keep your file size below 200 MB because larger files take a significant amount of time to download. Please note the recommendations by Apple about file formats.

iTunes U only accepts the following audio files:

- MP3 – also known as MPEG-3
- AAC - Advanced Audio Coding

iTunes U only accepts the following video files:

- MP4 – also known as MPEG-4
- MOV - QuickTime file format

iTunes recommends an image size of 320 x 240

